



V21 New Features

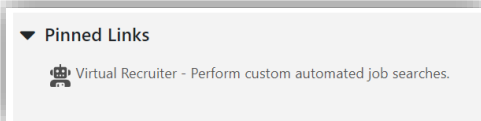
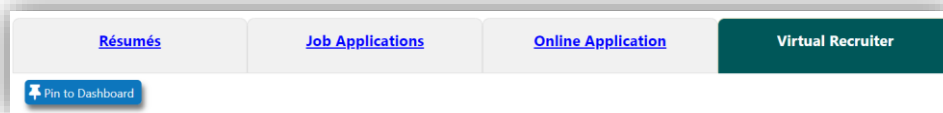
Highlighted New Features in v21 NCWorks Online

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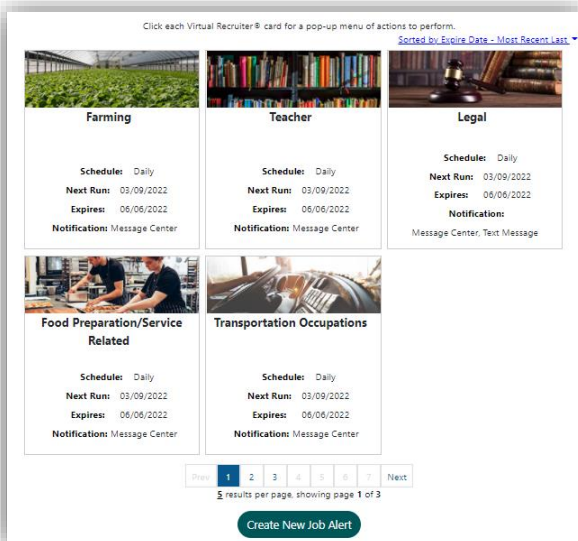
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Virtual Recruiter

In v21, Virtual Recruiter is more prominently displayed and easily accessed within the system by the Individual. Also, the Virtual Recruiter tab is now displayed as cards containing at-a-glance, saved job alert information, with an associated occupational image.

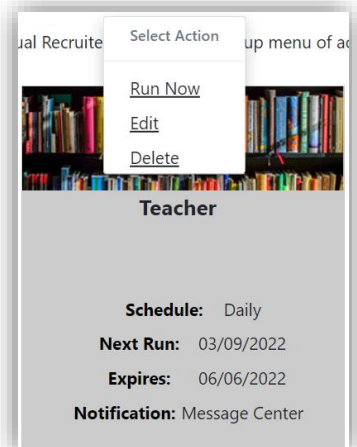


There are more accessible points on an Individual's Dashboard for Virtual Recruiter. Virtual Recruiter is included as a pinnable page that can be accessed from an Individual's dashboard for one-click access.



The Virtual Recruiter Tab now displays as cards containing at-a-glance information on each saved Job Alert with an associated SOC code occupational image.

When a card is selected, a drop-down box lets the user choose to **Run Now**, **Reactivate**, **Edit**, or **Delete** the Virtual Recruiter.



Remote Work / Work-at-Home Indicators

Remote Work/Work-at-Home Indicators are located on the Job Seeker Profile, Employer Profile, Job Cards, Job Order view, and Job Order entry. These indicators allow matching of Job Seekers who are willing to work remotely with Employers offering remote/work-at-home opportunities.

Individual Users may specify willingness to Work Remotely/Work at Home in Background by going to **Personal Profile – Background – Desired Job Type**. The user can add a new or edit an existing **Job Type** Profile to include remote work preferences.

Desired Job Type

Profile	Desired Employment	FT / PT	Shift(s)	Days Available	Relocation	Remote Work / Work at Home	Default Profile	Action
Marketing	Regular	FT	Day	Mon, Tue, Wed, Thu, Fri	Willing to Relocate	Willing to Remote Work/Work at Home	✓	Edit Delete
Cook Profile	Regular	FT	Day, Evening/Swing, Night/Graveyard, Rotating, Split, Flexible	Sun, Fri, Sat	Not Willing to Relocate	Not Willing to Remote Work/Work at Home		Edit Delete

[\[Add a New Desired Job Type \]](#)

Relocation/Remote Work/Work at Home

* Are you willing to relocate? Not willing to relocate

* Are you willing to work remotely or Work at Home? None Selected

None Selected
 Willing to Remote Work/Work at Home
 Not Willing to Remote Work/Work at Home

When conducting a job search, the user may specify if **Remote Work** or **Work at Home** positions should be included in the search results.

In the Job Order view, there are multiple new Remote Work indicators.

Remote Work - All Time

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Server Administrator
 Wilkes Vocational Services
 Occupation: Network and Computer Systems Administrators
 Location: North Wilkesboro, NC - 28659
 Job #: 12017321
 Positions available: 1
 Updated: 2/22/2022
 Expires: 4/23/2022

Between \$50k and \$80k Per Year
 Position range in Piedmont NC: \$40k-\$50k Per Year

Work At Home option: Yes

Source: NCWorks Online
 Site: NCWorks Online

Job Requirements **Job Properties**

Job De-duplication

The Job De-duplication link in the Job Search Result view allows Individuals to set the degree of de-duplication to filter out duplicate jobs. The filter is **Disabled** by default.

WARNING: Always be on the lookout for job scams! Learn more on how to protect yourself against online scams and identity theft. (Opens in a new window)

Sorted by Relevance

Narrow Results

Additional Keyword:

Distance:
☐ 5 Miles
☐ 10 Miles
☐ 25 Miles
☒ Any

Posted Within:
☐ Today
☐ 1 day
☐ 2 days
☐ 3 days
☐ 1 week
☐ 2 weeks
☐ A month

Accountant
 SIERRA NEVADA BREWING CO. - Mills River, NC
 Regular | \$28.00-\$32.00 Hour
 Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data.

Preferred Employer Today

Accountant
 SIERRA NEVADA BREWING CO. - Chico, CA
 Regular | \$28.00-\$32.00 Hour
 Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data.

Preferred Employer 1 day ago

Job De-Duplication - Disabled

Job De-Duplication:
☐ Enabled
☒ Disabled

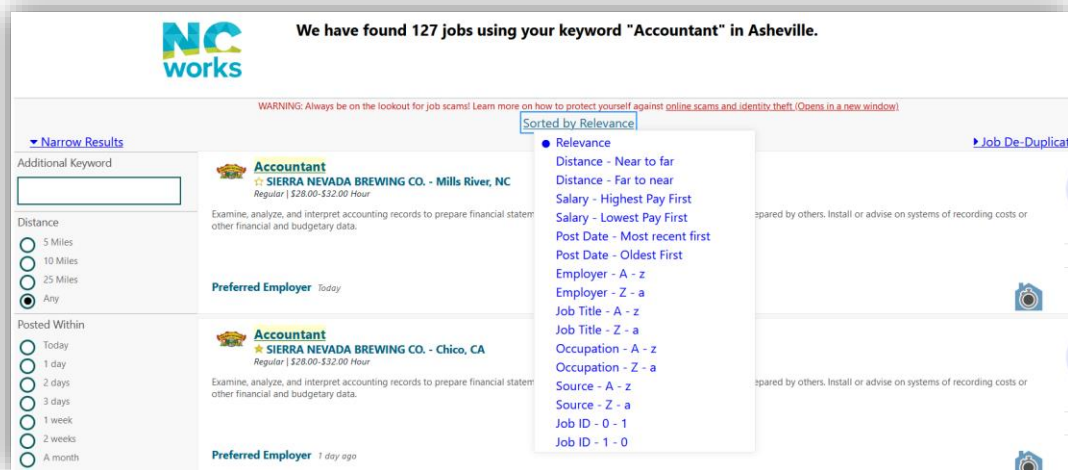
Duplicate Job Definition:
 Please choose which job details you would like to include in the job duplication definition.

☒ Job Title
☒ Employer
☒ Location
☐ Description (first 350 characters)
☐ Source
☐ Education (min.)
☐ Experience (min.)

Set Definition

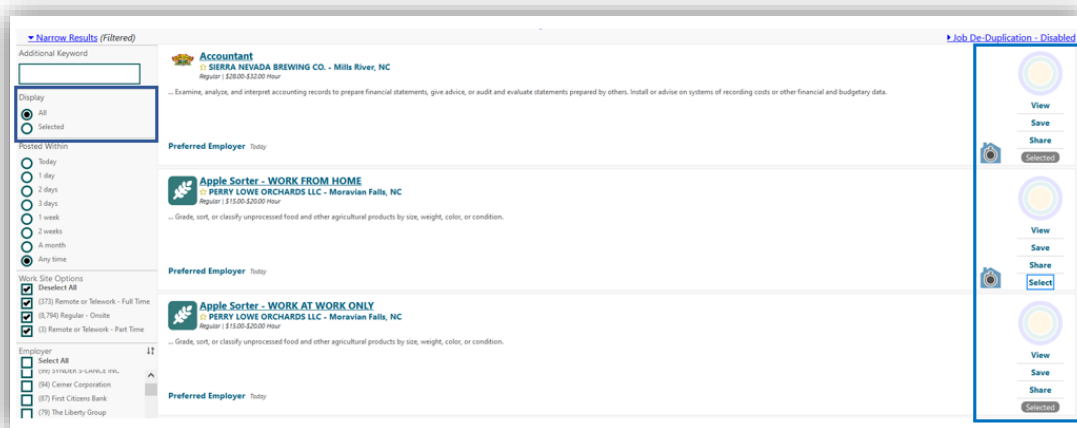
Job Search Results – Sort Options

Several additional options provide more ways to sort the display of Job Cards in the Job Search results view, including reverse sorting options. Click the **Sort by...** link at top center of the results page to display the available options.



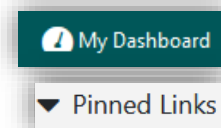
Job Search Results – Filtering by Selection

Once Job Search results are returned, Job Seekers signed into NCWorks may select (right side of page) jobs of interest from the Job Search results and filter them to display only the jobs in the selection (Narrow Results on left side of page).

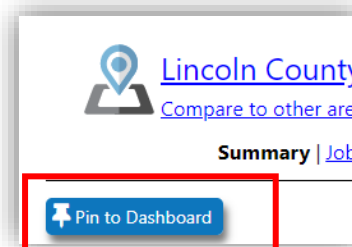


Pinned Links

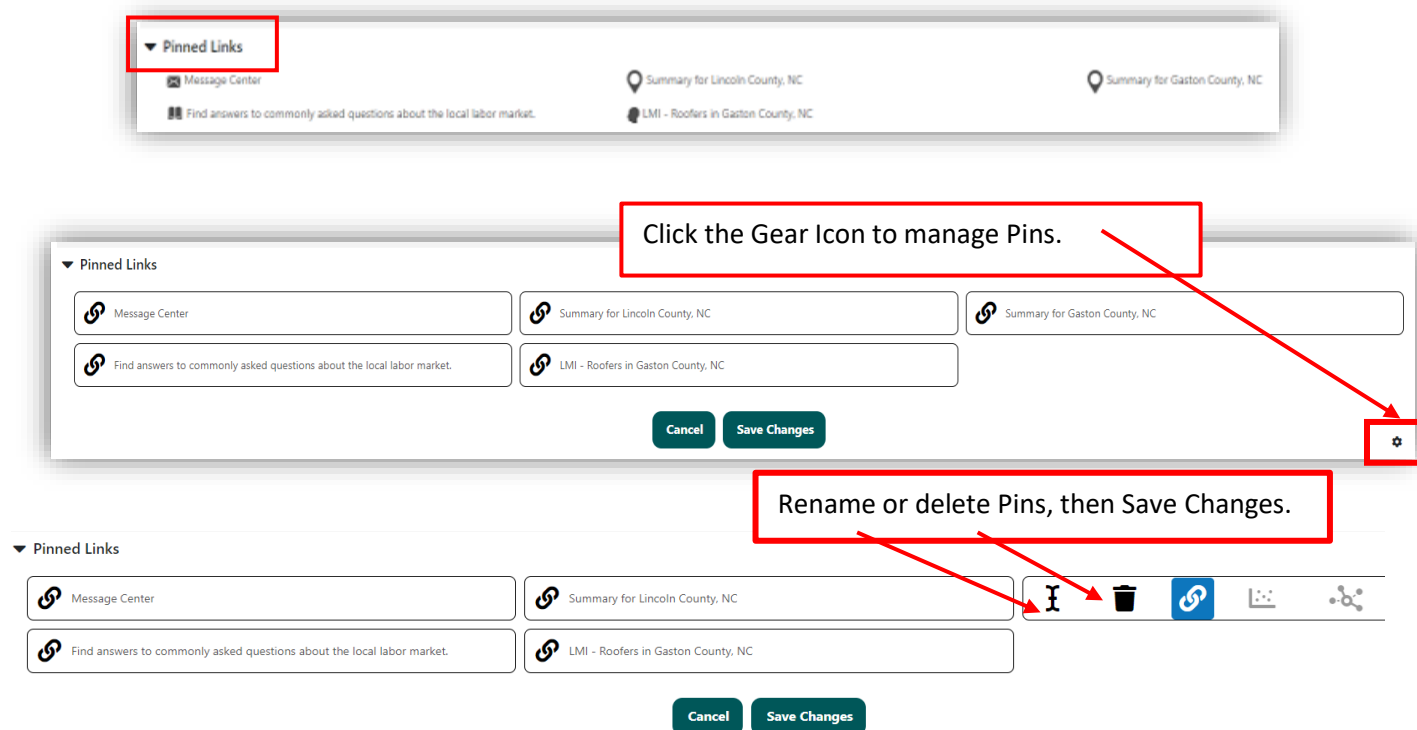
Pinned Links is a feature that allows Individual to pin many pages in the system to a Pinned link section located on the Dashboard. Once pinned, the link allows quick access to the linked page and can be renamed.



Pinned Links is displayed in the upper left corner of the Dashboard as a blue Pin.



The newly created pin is now under Pinned Links on dashboard.



Resume Tour

The Resume Preview page includes new visual indicators for areas of the resume that may need attention, as well as tour to help new users become familiar with the various functions of the page.

The Start Tour Button opens the tour, which guides the Job Seeker through each resume component with a series of pop-up notifications explaining the purpose of each section and how they can easily make changes on each one.

